

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

#13-06 N

CS-376

REV(9/93)

A091506

Description of Position	TITLE OF POSITION: <b>COORDINATOR OF EMPLOYMENT &amp; TRAINING PROGRAMS (2 Positions)</b>	
	SALARY RANGE: (131A) \$51828-\$58682	CLASSIFICATION CODE: 02588700
	Labor & Training Executive	REFERENCE POSITION NO.: 168050101-#3558, #3565
	Department or Agency Name Division/Section/Unit	APPLICATION PERIOD: 10-24-06 thru 10-30-06
	GRACE PERIOD: NONE	
General Information to Candidate	Assignment(s) / Comments	
	Shift and Days: Mon-Fri 8:30am-4:00pm Non-Standard	Job Location: 1511 Pontiac Avenue Cranston, RI 02920
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes _____ No <u>x</u>	
	Name of Bargaining Unit Union: _____	
Statement of Duties	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either on the application or within a cover letter, both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information: <ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>	
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
Minimum Education & Experience	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b>	
	<b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	<b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
Where to Apply	<b>DUTIES / RESPONSIBILITIES:</b>	
	To be responsible for complex management and administrative activities associated with developing and implementing Governor's Workforce Board grants and projects; and to do related work as required.	
Where to Apply	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	<b>EDUCATION:</b> Such as may have been gained through: graduation from a college of recognized standing with specialization in business or public or personnel administration and <b>EXPERIENCE:</b> Such as may have been gained through: considerable employment in a position responsible for providing a variety of employment services and special programs to develop employment opportunities for special needs groups. <b>OR</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	General Government Service Center Department of Labor & Training Office of Human Resources, Bldg. #72-1 1511 Pontiac Avenue Cranston, RI 02920	Telephone #: 462-8840 TDD #: 462-8006 (Telecommunication Device for the Deaf) Fax#: 462-8849

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY EMPLOYER